

for others to ref-

taken for DCM meeting dt.7/9/99

List of publications:

sl. no.	Titles	Am. Rs.
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Book for change:

1.	The struggle to be human	125
2.	Food for Thought	250
3.	Equation for Life	120
4.	Education of women from socially back-ground communities	295
5.	Where women have no doctor (2)	490
6.	My special child	100
7.	Indian fisheries over 50 yrs	30
8.	Beyond the primer	75
9.	How to convert sea water into drinking water	75
10.	How to set up a village library (2)	85
11.	The great grain-drain (3)	100
12.	On-farm conversation of seed diversity	75
13.	Listening to sounds & signs (2)	250
14.	The Unseen Worker	100

Bhatkal:

1.	Towards a non-brahmin millennium	300
2.	Of women caste	250
3.	The Nation the state & Indian Identity	250
4.	Legally dispossessed (4)	180
5.	Why I am not a Hindu?	140
6.	The dark sun & the woman who wore a hat	140
7.	Loved & unloved (4)	250
8.	Indelible imprints (4)	140
9.	Guilty without trail	150
10.	Cast me out if you will	140
11.	'And who will make the chapatis?' (4)	165
12.	Getting girls to school (4)	375
13.	Contemporary India	300

CED-Centre for Education & Documentation

1p.	Speaking of faith: (1)	145
2p.	Traditional Indian Agriculture: An annotated bibliography	125
3p.	Development Intervention & Programme Evaluation: concepts & Cases	185
4p.	We and our fertility	75
5p.	Na Shariram Nadhi: My body is mine (2)	100
6p.	The colour of our lives (2)	50
7p.	Ayodhya: Archaeology after demolition (4)	40
8p.	The Indian Naval Revolt of 1946	65

sl. no.	Titles	Amount Rs.
9p.	Tales of Tourism from Kovalam	150
10p.	From Concessions to confrontation	300
11p.	State panchayat acts: A critical review	60
12p.	Sustainable technology making the Sardar Sarovar Project viable	275
13p.	Sustainable development in fragile environment	250
14p.	Labour education & Service centre	20
15p.	Market medicine & malpractice	50
16p.	Mirror Image (PB)	65
17p.	Mirror Image (HB)	175
18p.	Bapu Kuti	200
19p.	Anubhav experience mar'99	20
20p.	" experience apr'99	20
21p.	" experience may'99	20
22p.	" experience june'99	20
23p.	Damning Verdict	60
24p.	Srikrishna Commission Report (1)	125
25p.	Kannada Resource Book	100

CED (M)

1.	Manushi No.110	15
2.	Manushi No.109	15
3.	Manushi No.111	15
4.	Manushi No.108	15
5.	On Marxist theory and practice	60
6.	Leading cases on contract workers	150
7.	Third congress on traditional sciences and technologies of India	60
8.	The Voice of people awakening vol.12, no.7 (aug'99)	5
9.	Counter Images: A resource guide of videos & films on..	20
10.	Environmental concerns of India vol. 1 Iss.2 May'99	30
11.	Felicitating Kansari: Bhil Tribal women battle diverse patriarchies	80
12.	School and society	50
13.	From Poverty to Plenty:	120
14.	Institutions,relations & outcomes	400
15.	Indian Journal of secularism	50
16.	Words to win	350
17.	Illifare in India	525
18.	The world bank's prescriptions for health	225
19.	Decentralisation & Local politics	195
20.	Hindu chavinism and muslims in India	100
21.	Creating wealth: forgetting its purpose	25
22.	What ails Indian Science	15

Sl. no.	Titles	Amount Rs.
23.	The Significance of the morse committee Report	15
24.	Emerging trends in floriculture	10
25.	Recent trends in Indian Nationalism	125
26.	Dialectics of women's liberation	30
27.	Non-governmental voluntary organisation	45
28.	Understanding the budget:	130
29.	Gender and Ethnicity at work	50
30.	Trade Union law bulletin	18
31.	At the intersection of gender reform and religious belief	40
32.	The reality of foreign investments	80
33.	International review 1st qtr 1999 No.96	10
34.	International reveiw 3rd qtr 1999 No.98	10
35.	Internet in the scholarly communication process	290
36.	Burning on both Ends	50
37.	Jharkhand Movement	175
38.	An Agricultural testament	120
39.	The search for Happiness	70
40.	Nationalism	345
41.	Marital violence in Canada	40
42.	Capitalism in the age of Globalisation	175
43.	Profit over people	175
44.	Global Parasites	175
45.	Tending the Earth	150
46.	The fractured civilisation	120

DSI

1.	An earth to inherit	120
2.	Life goes on...	240

EARTH-Earthcare books

1.	Nurturing nature	120
2.	Don't Get Stuck! The case against vaccinations	120
3.	Economy of Permanence	20

sl. no.	Titles	Rs.	Amount
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EWB- Earthworm Books

1.	Hindutva: The Emergence of the right		140
2.	Stories they tell		125
3.	Human rights Praxis: A resource book for study, action & reflection		250
4.	Communal threat secular challenge		125
5.	State of world 1998		125
6.	State of world 1997		125

FOC-Focus bookshop

1.	Kashmir Imbroglia: diagnosis & remedy		500
2.	Dr. Ambedkar towards Buddhism		500
3.	History of the Indigenous Indians		300
4.	Bonded Labour in India		500
5.	Minorities in India		600
6.	Population Dynamics in India		200
7.	Educational performance of scheduled caste		300
8.	crime & society		400
9.	Child labour in carpet Industry		200
10.	Ethical perspectives on environmental issues in India		600
11.	working children: A sociological analysis		700
12.	Crime Human rights & National Security		650
13.	From higher caste to lower caste		340
14.	Ambedkar and Indian constitution		350
15.	Crime against women		300
16.	Helping the Disabled		200
17.	Indian cities		495
18.	Tribal Activism		475
19.	Indian Muslims		495
20.	Learning to think and act Environmentally		250
21.	Policies for agricultural development		495
22.	Indian Women Activists		310
23.	Agriculture and rural development		250
24.	Rural Development in India		400
25.	Empowering women		195
26.	Ignoring reason, Inviting disaster		20
27.	From Periphery to Centre		210
28.	Status of Rural Women in Karnataka (1)		300
29.	Prisoning rhythms:		120

INSAF POSTERS

1.	poster magazine series no.9'98		15
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sl. no.	Titles	Amount Rs.
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ISI-Indian Social Institute

1.	The rights of persons with disabilities	40
2.	Human rights, terrorism & policing in India	70
3.	Rehabilitation policy and law in India:	200
4.	The impact of environmental degradation	25

IP-Indraprastha Prakash

1.	Hasira Kolalu (HR) -Kannada	100
2.	Parisarada Swarupa -Kannada	20
3.	Shalegalali parisarada Shilshana-Kannada (part-I)	75
4.	Parisarada Nigantu (HR) -Kannada	300
5.	Parisarada Nigantu (PB) -Kannada	200

KALI- Kali for Women

1.	Embodied violence	325
2.	Harvest	150
3.	Touch me, touch-me-not	150
4.	Population & reproductive rights	160
5.	Colonial Masculinity	350
6.	Borders & Boundaries	300

MCAS- Murray culshaw Advisory Service

1.	Profile 300 (S)	375
2.	Directory of Indian Donor Organisation (C)	300

MADHYAM-Madhyam Books

1.	Lent and Lost: Foreign Credit & Third world development	120
2.	The global media	250

NHPP -Nuclear for Health Politics & programmes

1.	Landmarks in the development of health Services in the countries of South Asia	150
2.	Social Sciences and health service development in India	150
3.	A Socio-cultural, political & Administrative analysis of health policies & programmes in India in the Eighties:	250

sl. no.	Titles	Amount Rs.
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OIB- Other India Bookstore

1.	Four Arguments for the elimination of Television	190
2.	when corporations rule the world	195

OIP-Other India Press

1.	The other face of cancer	85
2.	Unwanted guest	75

OUP-Oxford University Press

1.	The Process of financial liberalisation in India	225
2.	A question of Balance	250
3.	Rural political protest in Western India	450
4.	Divide and Quit	255
5.	What really happened during the mutiny	225
6.	Forming an Identity	450
7.	India living with modernity	450
8.	Ideas and society in India	375
9.	Women's health in India	195
10.	Health poverty & development in India	295
11.	Gender, population and development	595
12.	Widows, wives & other Heronines	325
13.	Food policy and the Indian state	575
14.	Reproductive change in India & Brazil	395
15.	confronting AIDS	450
16.	The Rural private practitioner	180
17.	The illustrated companion to south Indian classical music	650
18.	Religion at the service of Nationalism	495
19.	Women Travellers in colonial India	350
20.	Savaging the Civilized	595
21.	Unrestrained killings and the law	345
22.	Broadcasting reforms in India	475
23.	Fire and the rain	145
24.	Contested hierarehies	350
25.	vishnu on Freud's desk	595
26.	Return from Exile	395
27.	The Scheduled castes	595
28.	Pastoral politics	475
29.	Nationalism terrorism, communalism	375
30.	Embodiment-essays on gender & Identity	495
31.	Human Development report 1998	375
32.	Medival India	225

Sl. no.	Titles	Amount Rs.
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SAGE

1.	Capital Accumulation & women's labour in Asian Economics	295
2.	The political economy of Industrialisation	225
3.	Operationalising sustainable development	395
4.	Communities and conservation	325
5.	Decolonization and development	195
6.	Illfare in India	525
7.	Speakingout	275
8.	Development planning in India	195
9.	Greening at the grassroots	145
10.	The Disputed mosque	125
11.	The Political economy of forest use & management	175 2
12.	challenging untouchability	245
13.	Twentieth century Imperialism	225
14.	Culture and development	275
15.	Paying for India's Health Care	295

SMT

1.	Yelayarondige Yeleyaru(kannada)	95
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SN-Sakuntala Narasimhan

1.	Sati- A study of widow burning in India	195
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VAK-Vikas Adhyayan Kendra

1.	Your money or your life	130
2.	At cross-roads: Dalit Movement today (1)	100

VISW

1.	Makala Kathasaritsagara (HB)-kannada	69
2.	Naethappa (HB) -kannada	30

VOICES:

1.	Community Radio (The voices of the people)	71
2.	Voices - Vol.3. No.1. Apr.'99	41
3.	Voices - Vol.1. No.3. 1997	41
4.	Voices - Vol.2. No.3. 1998	41
5.	Knowing for ourselves (Kannada)	91
6.	Knowing for Ourselves (English)	91

Sl. no.	Titles	Amount Rs.
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YUVA:

1.	Planned Segregation	250
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OTHERS:

1.	Democracy, Economy & Politics (ARR)	40
2.	Women, Empowerment & Political Participation (RCWS)	65
3.	State og Human Rights in India (LRSA)	150
4.	The state of Prog of Action for Child (DWCD)	30
5.	Journal of arts & ideas (TPC)	10
6.	Women's Studeis in India (APH)	50
7.	Tribals in Global Village (PM)	95
8.	Tales of Tourism from Kovalam (QDY)	150
9.	Why does Nagarhole burn? (EDW) (4)	60
10.	The flaming feet (ICRA)	80
11.	A Social workers looks at the new Economic Policy (DG)	30
12.	Religion in a changing society (AP)	65
13.	Give us this day our daily bread (MAJ)	100
14.	Hegemony of Capital	25

1) Focus

Keramangala

- ① The other face of Power by Manu Kothari & Upan
- ② Capital Accumulation & women's labour ^{nohan}
in Asian Economies by Peter Custers
- ③ Social Sciences & Health Service Development
in India Debabati Basu
- ④ Capitalism in the age of Globalization -
by Samir Amin
- ⑤ State of Human Right in India by
Legal Resource for Social Action.
- ⑥ Road policy & the Indian State by Jay Meviji
- ⑦ Crime human Rights & national Security by
KM Mathur
- ⑧ Confronting Aids; public priorities in a
global epidemic

Documental file

Kuma

Formats as decided till DCM 5, Bhubaneshwar, Sept 90.

The main discussion at DCMS was centered round non-book material, under the discussion on non-formal sources. It was agreed that Part 1 of the formats for non-formal sources will be the same as formats for index cards, with a few rules which will be enunciated at the end.

FORMAT FOR STANDARDISED INDEX-CARD

(other class nos) (or subjects/SAC/author multiple cards)	Type (1)	Class no (10)	filer code (12)
-----	GMD code	GMD	-----
	(6)	(15)	

Title..... (Use maximum of 136 characters including spaces)

Author..... (Use maximum of 60 Characters)

Publication/publisher (Maximum of 30 Characters)

Place of Publication (12 Ch.) Date (8 ch.) Date1 (8 chs)

Description ..(35 Ch.) Pages...(10 ch.)

Publication Code ...(3 charac) Kind..(3 ch) Remarks..(10 cha)

Usability Code . (1) Geo. code ..(6 Ch) Last Link.. (25 ch)

keywords ----- (Maximum of 63 characters including spaces.)

Cross classifications (20 chrs)

Main subject .. (? chrs)

Sub-subjects .. (?chrs)

Notes.....

Abstract.....

(To be used for joint indexes & bibliographies):

other centres' centre code	Type	Class no	filer code
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-----	-	-----	-----
-----	-	-----	-----

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EXPLANATIONS FOR THE DIFFERENT CODES AND FIELDS.

Accessibility Code: The accessibility code (not to be confused with the term accession code used in libraries) is a set of three fields that together uniquely identify a particular document and indicate its location.

It consists of (1) Form Code (code indicating type of storage location) (2) Classification Number (3) Filer code (precise location indicating code).

(Accessibility code is usually to be written in the right-hand-top corner of the index card. But for centres who already have cards and are using this spot for some other details, another place can be given to the entire accessibility code. However, all the three parts of this code must necessarily be written together, in one line.)

Form: (One space). This is a one letter code which indicates the form in which the document exists. (More accurately, it is the physically distinct sections of a centre, distinguished from each other by the form of the document and not subject.) This comes first since in all centres, books, journals and box-files are stored separately and hence form code has to form the first indicator of location. Therefore form refers to the type of storage location and not form of material. For example a bibliography kept in the report section will be labelled R for report as it is stored in the report section. Before DCMS this field was known as "type" field.

When the actual form of the material is different from the code selected for the "form", a separate (new) field known as GMD code ie General Material description, will be used. (DCMS)

The following are the codes for different forms of material, agreed upon at the meet:

- C - Newspaper clippings kept in files, folders or box files
- F - Other material in the file besides, or instead of, newspaper clippings; eg. other loose sheets that cannot stand on their own, like pamphlets, small articles, circulars, etc. (A separate C section for newspaper cuttings could exist)
- B - Books, and all other material accorded the status of books and kept with books in the library cupboard.
- R - Reports, including documents, studies, research papers, government documents, other data material which is neither kept in the library or books nor in the box files. (These may also include some special issues of journals which are given document status.)
- N - Newsletters, pamphlets, brochures, if kept separately and have a distinct identity (Please note that if the newsletter is kept in a box file alongwith the clippings it will be F)
- G - Government reports, inquiry reports, Census, gazetteers, etc. only if kept separately. (If these are kept alongwith other reports in the reports section they will be R, or if they are in the books library they will be B and so on.)
- W - Workshop, conference, or seminar papers, if they are kept separately (like they are in VHA1, CERC and RCNS)
- O - Annual reports of corporations, NGOs, foundations, institutes, etc. if kept separately
- J - Journals, including those magazines which are preserved in full and bound or tied together. Access to these is normally through indexes.

- I - Magazines, which are neither cut and kept along with the clippings nor are they preserved for many years and nor are they indexed. Very often these are just kept for a year and at the end of the year perhaps a few articles may be cut and kept elsewhere. (Most people felt that this was a redundant code but nonetheless it was decided to retain it in case someone did need it.)
- D - Mainly data-sheets, statistical material
- E - Encyclopedias, directories, dictionaries, if not kept as R or B
- I - Indices, bibliographies, catalogues
- K - Book reviews
- V - Video or film material.
- S - Slide shows
- A - Audio material like cassettes.
- P - Posters, photographs, flip charts, individual slides etc.
- T - Maps, cartographic material
- X - Micro film, micro fiche, epidiascopic material
- Z - Non-formal sources and other primary data
- Q - Survey data
- H - Geographic Information Systems like satellite maps in the form of CCT & floppies
- L - Material stored on floppies

Classification number: (10 spaces for this field.) This is the classification number or code given to the material by the centre according to the subject. It was emphasised that this code is particular to each centre; it cannot be standardised. Each centre has to have its own code, and if it doesn't already have a classification system but needs one, it could easily be created with the help of some experienced centre.

Note 1: In many centres that do not have a proper classification system, while there is a serial number for the file, it is usually referred to only by the subject. The best coding system for access in such cases is the *Subject Abbreviated Code (SAC)*. The first three letters of the first word as represented in the list of root-keywords for that subject will be used. Break-up if any will be indicated by the optional 4th & 5th letter in lower case.

Eg. Housing-Alternatives will be HOuaI
 Women (General) WOM
 Women-Health WOMhe
 Women's Movement WOMmo

This is particularly useful for those who have only a few categories and do not need codes, or for those who keep their files alphabetically ordered.)

Note 2: Those who do not have any classification code or number and do not wish to evolve one can leave this blank.

Filer code: (12 spaces for this code.) This is the third part of the accessibility code. This indicates the precise physical location of the material, within the broad location allotted to that subject. Since location is specific for different centres this aspect has been left entirely upto the individual centre. Here again it was stressed that this code is peculiar to each centre and cannot be standardised.) In the case of multiple copies of a book /2 /3 can be put in the filer code. For reference books R is added in the filer code after the serial number. For journals like EPW that have serial page numbering for all the issues brought out in a year, only the year is necessary not the date and month e.g. 89EPWS119

Note: Just to give you an example we give below the convention followed by CED). For books the first letter indicates the surname of the author (or the lead author in case of multiple author's). The next 3 spaces are for number indicating the serial order of their acquisition within this particular class no & author letter. For reports, the filer code is a serial number within the first letter of our classification which indicates the broad area under which the document falls. For magazines & clippings, we do not yet have a system but plan to utilise the first six spaces for the date of the publication. Following this the next three spaces will show the publication code. Likewise other centres must be having their own retrieval logic which they can use in creating a filer code, if they do not already have one, that is.

GMD code & GMD meaning General Material Description. This is distinct from "Form" or what was earlier referred to as type. Unlike "form" or Type which describes the physical section in which the material is kept, GMD & GMD code is the more accurate description of the nature of material. As explained earlier a bibliography could be kept in a library along with the books and the "form field will be marked as "B" whereas in GMD field it will be marked as "BIB". This field will be finalised at the next DCM, following discussion at the mini-DCM in Delhi in January 1991.

For List of GMD code see section on description.

Title: (136 spaces for this field.) If the title begins with an article (a, an, the) then this should be put at the end of the rest of the title after a comma eg. *Wealth of Some Nations, The*. Title is entered using upper lower case.

When it is a chapter of a book, the title of the chapter is written in inverted commas followed by In in curved brackets, and then the title of the book.

For example: *"Struggle of the Warlis, The" (In) Peasant Movements in India*

If the material is in a language other than English the title is written using the Indian National Bibliographic transliteration system, followed by the English translation in brackets and indication of what language.

For example: *Samajwad (Socialism, Hindi)*
Vikas Pan Kona Sathi (Development, but for whom ?, Marathi)

For a series, the convention should be as follows:

"Law is an ass, The" - ISI Legal Aid Series I

"Women Workers in the Free Trade Zone of Sri Lanka" - Voice of Women Publication Series No 1.

For conference, seminar or workshop papers the convention will be
"Working Women's Problems" - A paper presented at the National Conference on Women, Chandigarh, November 1986.

For non-formal material or untitled works: The style to be used is " On followed by a short description of the topic covered.

Author: (40 spaces for this field.) Surname will be entered first followed by comma and then name or initials. eg. *Rajabali, Anjum*

If the author is the editor of the collection then "Ed" will be written in bracket eg. *Rajabali, Anjum (Ed)*

If there are multiple authors, the following format will be used: Surname, Name & Surname, Name and others. eg. *Rajabali, Anjum & Menon, Lakshmi and others.*

Common titles like Dr, Justice should not be used for author except where the title is integrated with the name like Swami Agnivesh. (DCM4)

Publication/publisher: (30 spaces for this field.) If the document concerned is a book, the name of the publisher will be entered in this field. If it is a journal or newspaper, the title of the publication will be entered. If it is a study or report or thesis, the name of the institution publishing such a report will be entered. If this is too long to fit, abbreviations should be used.

Note: For conference papers the name of the conference should be put in the publication/publisher field.

Publication code: (Three spaces for this field.) For magazines, newspapers and other periodicals a standard list of codes has been made, and all centres should use that code for this field. This field is optional for manual systems.

Place: (12 spaces for this field.) While place of publication has a separate field, on the card this will appear immediately after the publication field preceded by a comma. For example, the publication and place fields together will read - *The Hindu, Delhi.* City of publication should be mentioned not instead of country. For a lesser known city, city, country can be mentioned.

ISSN 13 characters: (not an appropriate name): The earlier issue field has been changed to a description field, to accommodate accurate description, attributes of the publication/material.

For normal print material, what used to go in the old issue field stays. i.e. The volume number and issue number, if relevant, would occupy this field. For example: Volume 122 Number 11 would be written as Vol 122, No 11. For magazines and journals that don't have vol. no. indicated, and for books and non-periodicals, this field would of course be left blank. In the case of books the edition can be mentioned in this field.

The general style of description for non-book material is:
- Physical description : Other physical description/category ; dimension ie -xyz:abc;pqr. In case of multiple media like slide tape, the following style is used -xyz:abc;pqr + xyz:abc;pqr

The following are some examples with GMD code. Please note that Correct GMD code will have to be given, for proper interpretation of the contents of this field, even though in most cases, the contents are self explanatory.

C .. Newspaper reports and Clippings
 LS .. Loose sheets -Nature;xx pp (Nature Could Be Mimeo., Cyclo.,
 Handwritten etc.) eg. -Mimeo.; 4 pp
 FAM .. Pamphlets -Nature;xx pp eg. -Cyclo.:10 pp
 ART .. Articles, features -Vol. __, No. __ ; __-__ pp eg. -Vol 3, No 4; 10-13

 pp
 CIR .. circulars -Nature;xx pp eg -Handwritten; 5 pp
 ER .. Book reviews
 B .. Book: -__Ed.; XXX + vii pp or -Vol __. (or Part __); XXX + vii pp

 eg. -5th Ed.; 129 + ix pp
 R .. Reports -Nature;xxx + iii pp eg. -Cyclo.; 23 + iv pp
 AR .. Annual Reports -Nature;xxx + iii pp eg. -Handwritten; 12 pp
 RP .. Research Papers -Nature;xxx + iii pp eg. -Cyclo.; 12 + vii pp
 G .. government Reports -Nature;xxx + iii pp eg. -Cyclo.; 123 + iv pp
 GIR .. Government inquiry reports -Nature;xxx+iii pp eg. -Cyclo.; 34 + iv pp
 GZ .. gazetteers Vol __; xxx + iii pp eg. -Vol. 7; 500 + iv pp
 D .. data-sheets As Per Original Material
 DS .. statistical material
 E .. Encyclopedias -__Ed.: Vol. __ ; xxx + vii pp eg. -5th Ed.; Vol. 6;
 123 + ix pp
 DIR .. directories. -__Ed.; xxx + vii pp eg. -2nd Ed.; 23 + iii pp
 DIC .. dictionaries: -__Ed.; xxx + vii pp eg. -4th Ed.; 123 + ii pp
 I .. Indices: -__Ed.; xxx + vii pp eg. -5th Ed.; 45 + ii pp
 BIB .. bibliographies -__Ed.; xxx + vii pp eg. -2nd Ed.; 234 + iii pp
 CAT .. catalogues -Nature(if other than Book): __Ed.; xxx + vii pp eg.
 -Mimeo.: 2nd Ed.; 123 + ii pp
 W .. Workshop, conference, or seminar: papers -Nature: __ Papers; xxx +
 vi pp eg. -Cyclo.: 3 papers; 122 + ii pp
 M .. Magazine as a whole Issue -Vol __, No __; xxx pp eg. -Vol 3, No 9; 12 +
 ii pp
 MA .. Magazine article -Vol __, No __; pages eg. -Vol 2, No 9; 23 pp
 N .. Newsletters -Vol __, No __; Pages eg. Vol 3, No 4; 12 pp
 J .. Journals as a whole issue -Vol __, No. __; xxx pp eg. Vol 2, No 2;
 123 + iv pp
 JA .. Journal Article -__Ed.; __-__ pp eg. -2nd Ed.; 12-17 pp
 BC .. Chapter from Book -__Ed.; __-__ pp eg. -5th Ed.; 12-16 pp
 V .. Video -Format: colour/B & W; duration eg. -VHS PAL; col; 30 min
 FLM .. Film -Format: Colour/B & W; Duration eg. -16mm; Col; 30 min
 ST .. Slide Tape -Gauge: col; No. of slides + gauge: speed; __mins
 eg. -35mm; B&W; 134 + 1/4": 7 1/2"; 60mins
 A .. Audio cassettes -gauge: stereo/mono; duration eg. Cass.: Mono; 15 mins.
 P .. Posters -Col: Size; No. of Posters eg. - Col.: 20"x15"; 5 posters
 WC .. Wall charts -Col: Size; No. of charts eg. - Col.: 20"x15"; 5 charts
 PHO .. photographs set -Neg/Pos: Col; Size; No. of Photos eg. -Pos: Col; 4"x6";
 10 photos.
 FC .. flip charts -dimensions; No. of Cards eg. -9"x12"; 12 Cards
 FL .. flash cards -dimensions; No. of Cards eg. -9"x12"; 12 Cards
 S .. individual slides -size: Col/B&W eg. -35mm; Col.
 PH .. individual photographs -Neg/Pos: col; Size eg. -Pos: Col; 4"x6"
 X .. Micro Documents -Size: Reduction Ratio; No. of Frames: Location eg.
 -2mm; 100x; 90 frames: 32-121 ff
 XF .. micro film, -Size: Reduction Ratio; No. of Frames: Location eg.
 -35mm; 30x; 200 frames: 121-320 ff
 XCH .. micro fiche -Size: Reduction Ratio; No. of Frames: Location eg.
 -2mm; 100x; 90 frames: 32-121 ff

XT .. transparency -Col:size;No of shots eg. -Col:120mm;5 ff
 Z .. Non-formal sources and other primary data - Nature;xxx + iii pp
 Q .. Survey data - Nature; xxx + iii pp
 FL .. Floppies -Size of floppy:Density;size of file in KB
 eg.- 5 1/4":48 TPI;108KB
 CD .. CD Rom ?
 BL .. Braille - Nature; No. of Pages eg -Book:345 pp
 TD .. Technical drawings -Nature;Scale:Size;No. of Drawings
 eg. - Ammo.;1:1000: 10"x 15";30 drawings
 T .. Maps -Scale:size; No. of Maps eg. -1mm=100cm;10"x15";12 maps
 TS .. satellite maps -Scale:Size; No. of Maps eg 1cm=100km; 10"x15"; 12 maps
 MOD .. Models - Material; dimensions eg. Thermocole:6'x2'x4'

* use convention as below:

Date: (Eight spaces for this field.) The date of the document will always be written in the form of dd/mm/yy i.e. September 26, 1987 will be denoted as 26/09/87. For documents which do not boast of a date but have seasonal/festival-based periodicity the following standard conventions were adopted:

Spring 1987	-	01/03/87
Summer 1987	-	01/06/87
Autumn 1987	-	01/09/87
Winter 1987	-	01/12/87
Easter 1987	-	01/04/87
Holi 1987	-	01/03/87
Dussehra/Pooja 1987	-	01/10/87
Diwali 1987	-	01/11/87

Usually for periodicals the issue is identified by the first date given on it. e.g. September 1987 issue will be dated 01/09/87. Likewise September 15-30, 1987 issue will be dated as 15/09/87. For books which only carry the copyright year the first of January of that year will be its date for us.

Note: The above convention will be followed for all publications except for annual reports wherein the last date of the period covered by the report will be the date entered on the card. e.g. EUILD Annual Report 1987 will have its date on our card as 31/12/87.

In case of books which have had multiple editions, without revision or updating, the date of the first edition will hold good for us. If the document has absolutely no indication of its date of publication, then it is better to write "Received on dd/mm/yy" on the document before putting it in the file or the cupboard, and in the card leave the index field blank. There are 2 date fields Date and Date1. The Date field (numeric in case of ISIS, date in Dbase) is the one referred to for a listing of records from a given date. Date1 is a character field and is the date as it appears on the book itself and which gets printed in a bibliography. Please note that date field in the format suggested is only for computerised documentation centres, so that the programme can locate a document by its date. For manual centres however, there is however only one date field, the convention for which is the same as it appears in the Book itself.

Pages: (10 spaces for this field.) If the publication is a book and the particular index card refers to the entire book or report, this field will carry the total no. of pages in the publication. If it is part of a book or journal, or is a magazine article then the page numbering will be written as under: xxx-x-xxx or xxx-xxx or xx-xxxxx (this means that the maximum number of characters including the hyphen should be ten.) To be written as 232+yii or totalled and written as 239. For complicated cases starting page number, (total number of pages)

Kind of Publication: (Three spaces for this field.) This code is being used to describe the material being documented. Three spaces have been provided to give three attributes to a particular document. This field is optional.

a) *Common codes* - The following codes have been accepted as codes that will have a common meaning for all documentation centres and will be only used to denote that:

- B - Bibliography, index, listing of material
- C - Creative writing, paintings, artistic work, etc.
- D - Directory, address lists, funding resources
- G - Government reports, policy statements, white papers
- H - Historical accounts
- I - In-depth and comprehensive coverage of the issue
- J - Journalistic account
- K - Case studies, interviews
- M - Manual, instructional text, guide book
- N - Descriptive account
- S - Statistical material, data monitors, updates,
- T - Theoretical, ideological, analytical or conceptual writings
- V - Visuals included
- W - Introduction, preface, etc. as in Seminar's "The Problem"
- X - Book review
- Z - Current comments, edits etc.
- F - Fiction
- E - Encyclopaedia
- R - News item
- O - Seminar papers
- A - Appeals/Open letters/Memorandums
- L - Legal documents/Acts/bills/Judgements
- U - Non government/Non official commission reports/fact finding reports

c) *Free codes* - The following letters are left free for centres who wish to have special descriptors/kind codes.

A, P, Q, Y, Z.

Usability code: (One space for this field.) This one letter code indicates what the users' relationship with the document will be. This field is also optional.

The following characters have been reserved for the following expressions:

- R - Reference only
- B - Borrowable
- S - For sale as well as borrowable

F - For free distribution; and borrowable when out of stock
X - For restricted reference only
Y - For restricted sale
Z - For restricted borrowing only.
L - Not physically present at the centre; located elsewhere
P - For sale only
N - For reference, but non-reproducible
M - Missing/Lost book or document(DCM4)
W - For restricted free distribution only

Remarks: (10 spaces for this field). This is a remarks field wherein you can enter any specially required information like Price Rs:--, or odd size therefore kept separately, or out of print (if for sale) or any particular characteristic which needs to be mentioned but is not covered by any other code, etc.

Keywords: (63 spaces for this field.)

Keywords are basically any words by which a user may seek access to any material.

(A) In the computerised system, keywords provide good access points. (In fact keywords are also considered sufficient access points.)

(B) In manual systems, where catalogues are arranged subjectwise separate cards will have to be made for each keyword. (1) Where catalogues are kept alphabetically, the keyword will have to be written on the top left corner. (2) where catalogues are kept according to classification numbers, the classification number corresponding to each keyword should be written in the top left corner.

It must be remembered that the accessibility code will have to be written on the top right hand corner or in some other easily spottable place in each of the cards. For convenience of arrangement of the cards itself each classification number can carry a filer code after the decimal place, provided a separate register is kept to keep track of the last number utilised. Centres may also want to write just below the keyword for that card, all the other keywords or classification numbers being used for that document.

1) Suggestion: Not decided upon; Geographical code (Optional) : As per rules of HURIDDCS; Some Centres can include it as a keyword

2) Suggestion: Not decided upon; Cross classification numbers: Rather than give keywords, some have found that they are ready made controlled terms for access.

Abstract: (Usually a maximum 5000 spaces for this field. However if need be this field need not have any limit; may depend upon the actual physical space available on the card or form.). For documentation centres like ours the field usually contains the descriptive type of abstract. Everyone agreed that in the abstract it was better to not let the indexer's views enter the card; preferable to be objective. Abstracts would then usually be a summary of the document of variable length (approximately 100 words). (No field for source of abstract was considered necessary.)

Card Index for Audio-visuals

Card indexes for visuals are always difficult. Most of us have separate and special systems for each of the different types of visual material. Yet these along with documentation on audio-tapes can be a useful source which people would like to know about. Besides, when we do searches for bibliographies and in our joint indexes, it would be good if we could include all the visual material available on the subject.

With this in mind, we suggest the following rules for Visuals:
In the title field, we shall write the title of the programme in capitals, followed the language in Brackets. For example ..
HAMARA SHAHER (Hindi: English subtitles)

In the place of author, we can enter the Director's name. If it is a photograph or single slide, the photographer's name will be used. Where the publisher is, there will be the Producer. In the pages field, we will put in the duration in Minutes viz. 60 min. Price can be included in Rem field etc.

Codes for different centres:

To be increased to 6 characters (DCM4)

ADS	for Academy of Development Sciences, Karjat
AIC	for AICUF, Madras (Madurai, Trivandrum?)
AK	for Asha Kendra, Puntamba
ASH	for ASHIRWAD, Bangalore
BUILD	for Build Documentation Centre, Bombay
BGIA	for Bhopal Group for Information and Action
CDS	for Centre for Development Studies, Trivandrum
CEC	for Centre for Education and Communication, New Delhi
CED	for Centre for Education and Documentation, Bombay
CENDIT	for CENDIT, New Delhi
CHD	for Centre for Human Development and Social Change, Madurai
CIEDS	for Centre for Informal Education and Development Studies (CIEDS), Bangalore
CISEC	for Centre for Industrial Safety & Environmental Concerns,
CLC	for Christian Centre for Labour Concerns, Bangalore
CNE	for CINEMART Foundation, New Delhi
CPSC	for Centre for the Promotion of Social Concerns, Dindigul
CERC	for Consumer Education and Research Centre, Ahmedabad
CSA	for Centre for Social Analysis, Madurai
CSD	for Council for Social Development, Delhi
CSE	for Centre for Science and Environment, New Delhi
CISRS	for CISRS, Bangalore
CSS	for Centre for Social Studies, Surat
CWC	for Concerned for Working children
CWDS	for Centre for Women's Development Studies, New Delhi
CYSD	for Centre for Youth & Social Development, Bhubaneswar
DA	for Development Alternatives, Delhi
DEF	for Delhi Forum, New Delhi
DRC	for Development Resource Centre, Madras
EKL	for Eklavya, Bhopal

EGU for Equations, Bangalore
 FRCH for Foundation for Research in Community Health, Bombay
 GRID for GRID, Goa
 ICRA for ICRA, Bangalore
 ICSSR for Indian Council for Social Science Research, New Delhi
 IDLM for Integrated Dalit Liberation Movement
 IEDRC for IEDRC, Bombay
 ISITC for ISI Training Centre, Bangalore
 IKD for Ishvani Kendra Documentation Centre, Pune
 ISST for Institute of Social Studies Trust, New Delhi
 JAGORI for Jagori, New Delhi
 JWB for Joint Women's Programme, Bangalore
 JWC for Joint Women's Programme, Calcutta
 JWP for Joint Women's Programme, New Delhi
 KB for Kishore Bharati, Bhopal
 KSSP for Kerala Sastra Sahitya Parishad
 LAYA for Project Laya, Visakhapatnam
 LOCOST for LOCOST, Baroda
 LOK for Lokayan, New Delhi
 M I for Maitreyi, Bombay
 ME for Mass Education, Calcutta
 MESCA for MESCA, Bangalore
 MID for Madras Institute of Development Studies
 MFSM for Maharashtra Prabodhan Seva Mandal, Bombay
 P for Mahila Vikas Prakalp, Satara
 NIP for National Institute for Public Cooperation and Child Development, New Delhi
 NVSC for National Vocation Service Centre, Pune
 PRIA for Society for Participatory Research in Asia, New Delhi
 RCPED for RCPED, Madurai
 RUWS for Research Unit on Women's Studies, SHDT Bombay
 SC for Service Centre, Calcutta
 SETU for SETU (Centre for Social Knowledge and Action), Ahmedabad
 SKVS for Sagan Kshetra Vikas Samiti, Sevapuri
 SVK for Samajika Vikas Kendra, Srikakulam
 TDC for Tribal Development Centre, Chaibasa
 URG for Union Research Group, Bombay
 UYN for Unnayan, Calcutta
 VAK for Vikas Adhyayan Kendra, Bombay
 V I for VHAI, New Delhi
 WCB for Women's Centre, Bombay
 WCS for William Carey Study and Research Centre, Calcutta
 WVA for

Note on Formats for Non-formal or Primary Information

The information available in the field could be of varying types.

- a) Recorded: Groups reports, letters of activists notes, diaries, local press, wallpapers, pamphlets, slides, photographs Annual reports & old Survey data etc..
- b) Non-recorded: Folklore, stories, songs, plays, rituals, bhajans, oral knowledge like on medicines etc. These maybe then recorded by the documentalists or toher like the activists. These include interviews, photographs, slides, video, audio tapes,

c) Incident/status investigation, like human rights issues, where we might go an investigate different cases, over different geographic areas and over time. Other issues that can under this category are housing, land, farming practices, pollution, environment, violence against women. These also include survey data as a sub-category.

Each document will be given a title as under on "_____"

In the author field, you will put the name of the person who is credit with information, ie: the interviewee, the person writing the diary etc. In the Producer field, the documentalists or documentation centre making that record

In the abstract field, background information on the following field should be included :-

1. The person giving the information or interview like sex etc.
2. The community context.
3. The geographical context.
4. The historical context, including rough dating of events, process mentioned.
5. Other related events.

Also included should be an indication , other supporting data, visuals etc.

The third category of information (ie. the incident or status investigation) is the most challenging, because it has a longitudinal dimension. The information required for this should form another part of the format and not replace or be confused with Part I, because Part I is required for efficient filing, indexing cross-referencing as well as interfacing it with the other parts of our documentation centre and the index for the formal sources.

Thus, Part I is contained in a half quarto size page stapled to the front of the document, while Part II could be one of two pages of cyclostyled or handwritten text. Each type of issue will have to have a separate format as far as Part II is concerned as the details required for each of them are different.

INDIAN SOCIAL INSTITUTE

15th.August,1999

24, BENSON ROAD
BANGALORE - 560 046

Ph : (080) 5555 189, 5360 960
Fax : 080-5561700

Ms. Mahadevaswamy
CHC
Bangalore

We received your letter regarding participation in the Documentation Centre's Meet. We have made arrangements for your stay here in the Institute. The Pre-DCM starts on 7th.September.

- If you are travelling by train, alight at 'Cantonment Railway Station'. Our Institute is in Benson Town which is close by and lies on the northern side of the Cantonment Station.
- You can walk the distance if you are with less luggage, or you can take an autorickshaw from Cantonment Station, to our Institute which is about 2 kms away. Inform the auto driver to take you to Benson Town, Benson Road. Watch for sign-boards on the Benson Cross Road to reach Benson Road.
- If you reaching Bangalore by bus or have reached City Railway Station, take any metropolitan bus which goes through Coles Park. You can walk across to Benson Town from Coles park.

We shall meet during the programme.

With many regards.

D. Samuel Jesupatham

D.Samuel Jesupatham.

*Ring the Samuel + check if
you can stay at home.*

*JW
26/8/99*

The meeting on 9th - 10th Sep 1999.

*371
26/8/99*

INDIAN SOCIAL INSTITUTE

24, BENSON ROAD,
BANGALORE-560 046

Ph. : (080) 5555189, 560960

Fax : 080-5561700

20-07-199

Dear Friends,

We are happy to invite you to the forth coming **Documentation Centres Meet**, jointly hosted by Centre for Education and Documentation, Bangalore, National Centre for Advocacy Studies, Pune, and Indian Social Social Institute, Bangalore. The meeting would be held between 9th. to 10th. September, 1999 at Indian Social Institute, Bangalore.

We are herewith sending you the information regarding the meet. The fee to be paid at ISI for the programme would be Rs.300/- Kindly confirm your participation at the earliest. You may also send in your suggestions to be included in the programme.

New Documentation Centres and the groups who plan to start documentation are invited to participate.

Thanking You,

With Regards,

D. Samuel Jesupatham

D.Samuel Jesupatham.

JS
6/8/99

replied
6/8/99
226

HRM
6/8/99

To all Documentation Centres specifically DCM members,

It has been sometime since we have held the DCM (Documentation Centres Meet).

We plan to have the next DCM in September on the 9th & 10th and the Pre-DCM on the 7th and 8th. (at ISI - Bangalore)

The National Centre for Advocacy Studies, Indian Social Institute, Bangalore and CED will jointly host the meeting. We need to finalise the agenda. The following are some of the points that we have thought of. Please give us your suggestions.

Electronic Documentation:

Leo Fernandes, one of the founders of India-Link and an active member of Asia-Link, will be at the DCM meeting as a resource person. Leo could guide us in our discussion on Doc Centres and Electronic Documentation. So if any of you have particular topics that you'd like covered, please send them to us. This way the session can address some of the main issues on themes that we outline.

Besides this we could share experiences regarding:

- exploration of systems followed & being developed for
- indexing and/or cataloguing of information
- electronic documents (papers, articles in WORD, ASCII, etc.)
- publications (newsletters, articles other regular publications in Pagemaker etc.)
- Emails one has received
- Stuff downloaded from the Internet
- Material CD s,

Building compatibility between electronic documentation and classification, accessibility code. How is this stored? what is the system of access that is followed? Is this information available in the catalogue?

Building up an alternative development and social change identity in India.

Joint Catalogue

John Samuel of NCAS has suggested that they would be interested in having some kind of joint catalogues of the best and most relevant material that we have on specific issues in Documentation Centres. This is not a general sharing of databases, but on recent and significant development concerns.

Earlier CENDIT used to bring out DEVINDEX, but that was a more exhaustive effort. This would be more focused and time-bound. Many of you would be interested in this project. Please discuss it in your group and send in your suggestions, so that we can discuss it in further detail.

Right to Information:

You have all heard of the Campaign for the Right to Public Information. This has been very active in the primary ground level information field, largely in the area of developmental works. Most of our Documentation Centres have been set up to ensure that secondary information is available to wider audiences. Is there then a need to also look at this question from the stand-point of political documentation (availability and access of secondary documentation like white papers, certain key judgements, government policy on certain critical issues)

Do we need to think in terms of a campaign which focuses on secondary reports, government documents, studies of private institutions, Multi-lateral & UN organisations etc.

Current major issues and documentation on them.

At most DCMs we have focused on some of the major socio-political challenges that we face, and have taken stock of the state of documentation vis-à-vis these issues. There are perhaps three major issues that could be discussed.

- Communalism and Right wing onslaught now in rural and remote areas and development fields
- Globalisation/Liberalisation;
- Changing NGO landscape in the new globalised context.

We plan to discuss the basic aspects of these issues kind of literature that is available on these topics.
Who has what?
Sources of information.
Nature of information needs among our constituents on these issues.

It would be useful if those who have closely monitored these issues share their experiences.

Training Requirements:

- a. Various training, human resources development requirements of documentation centres.
- b. Training plans of different organisations.
- c. Any new or joint programme needed?

Enclosed is a preliminary note on Electronic Documentation prepared by CED. NCAS will prepare a note on the joint catalogue and some ideas keeping/selling/publicising each others publications and circulate it to all. ISI, Bangalore on the Current major issues and documentation.

PRE-DCM

The Pre-DCM is basically intended as a time to help those who are little less familiar with the DCM to get an idea on some of the ground already covered in other DCMs. Please note this will NOT be a training workshop; where specific queries will be handled; but rather a participatory session where the broader parameters are spelt out.

We have thought of two working groups for the pre-DCM.

- 1) As mentioned in the note on Electronic Documentation systems: a working groups of systems of Electronic Documentation in the age of Internet.
- 2) Basic briefing on Documentation systems, indexing, classification, already discussed in previous DCMs - Mainly for first timers at DCM.

DCM mailing list

We have started a mailing list on documentation for DCM members, where we can share information on sources, documents, new publications, web-sites etc.

If you have an Email address and wish to join this mailing list, send an Email to majordomo@ilbom.ernet.in with the following line in the body of the email.

SUBSCRIBE il-dcm <your email address>

We look forward to your feedback and suggestions and to meeting you in September in Bangalore

From
CED, ISI-Bangalore, NCAS

Centre for Education and Documentation, 7, 8th Main IIIrd Phase, IIInd Stage, Domlur
Bangalore 560 071 Ph: 554 3397 email: admin@cedban.ilban.ernet.in

Indian Social Institute, 24, Benson Road, Benson Town, Bangalore 56 0 046. Ph: 536 0960
email admin@isibr.ilban.ernet.in

National Centre for Advocacy Studies Flat no.2, Santosh Apartment, Shilavihar Colony, Paud Road,
Pune 411 038 Ph: 35694 email ncas@wmi.co.in

Note of Electronic Documentation

We have been using computers to store our catalogues and indexes. Most of us have been searching the Internet for documentation and data. Some of us have a web-site where information of some of our publications, and some articles and papers brought out. Others bring out publications giving information which they have downloaded.

Each one of us have been experimenting with some systems for streamlining this documentation. We need to share our experiences and see if we can work out some system like the earlier Interchange format which we drew up for our databases.

We can also discuss the possibilities of having some kind of distributed databases and documents system. This would mean that while people keep updating their own databases which are on the internet or in their intranet or in their own computer, there could be a system whereby there is a way of searching for documents when people log into any of our websites or Intranet.

India-link is an off-shoot of DCM, focusing on electronic communications and information. Earlier India-link was concentrating on providing email connectivity to NGOs. Now that we have VSNL, MTNL and private ISPs, it becomes more clear that we need to talk about the content of Information exchange over the Internet, by email or through World Wide Web.

Documentation centres will have to be more involved in this. Some of the ideas discussed in the discussion on Electronic documentation can be explored under India-link. There is a lot of information on the Internet, but access favours those who can articulate their needs clearly, know a little bit about the subject and has the patience to search the web. There is need for developing an identity which represents alternative development, struggles, NGOs in India on the Internet and electronic network which is backed up by ground level documentation and secondary level documentation centre and other campaign and advocacy organisations and network.

Please discuss this in your group and send in your comments. We intend have one working group during the pre-DCM to draw up some kind of framework for the electronic systems. Which of you would be interested in being part of this working group?

DCM9 REPORT

Social Institute

I attended the Documentation Centres Meet9 at Indian Institute of Science, Bangalore between 8th - 10th September 1999. 8th Sep. was on Main theme on Electronic Documentation Systems: on this topic, resource person was Mr. John, CED spoken about it. And also CED AND NCAS was displayed their library packages. Ms. Shobha was gava lectured on CED Classification.

I was attended CED Package, Master Library Catalogue. This is good package for documentation. Developed by CED. We can retrieved the information which what all materials available in the library through Author wise, Subject wise. Bibliography also available. Get information on keywords also. This data base management system. In the CED Library Package do not have the option of borrowing / returning system.

NCAS Library package was displayed. This windows database management. We can get information as above package. One more advantage here that we can get the content list of book and journal and summary about the book. We can enter the picture and Graphics through scanning. But, they did not brought the scanning machine in workshop. The whole book information available.

The first day of Main DCM was introduction, more than 60 participants attended all over India. Introduction about their information centre and organization.

Session 3 was Electronic Documentation. Resource Person is Mr. John and Leo.

New Technologies and Possibilities and Opportunities.
Planning for the future.
Training and technical requirements.
Joint programmes and efforts.

Mr. Samson, NCAS person spoken on Joint catalogue. He talked about collect the information and retrieval system in the Joint Catalogue. And also discussion went on produce publication of NGOs.

Mr. Leo Fernandes spoke on LAN System. How to use and store the Internet Information in the computer. Like Publications, Reports, Articles, Images, Subject, Author, Organisation etc.,

Jaguri organisation member spoken about Internation^{al} conference which ^{she} ~~he~~ attended earlier. Shared about their experience in conference.

Session on Right to Information, Resource Person was Mr. John. He talked about user and staff of Documentation relationship in sharing the information. Participants also shared their experience with users.

Session on 6. Documentation on Current Issues are Communalism, Globalisation. Mr. Samuel talked about it.

Session 7 on Training Requirement. Some of the participants who is first attended this programme wanted to practical experience, training on documentation, how to maintain the documentation, Classification, Catalogueing,

Session 8 on Looking back, Looking Forward:
Plans for the Future
Joint Programmes.

- Workshop Group on Information
- Publication Sale Nodes
- Repackaging Information
- Development of Imaging, Dbase, full text Web, Search/Publishing System.
- Promoting Linux Server, Email sub-nodes, Internet solutions
- Training in E-mail and Web Strategy
- Development/Training Language e-mail
- Joint internet sourcing
- Looking at Information Critically
- Conference workshop
- Translation Pool

CDL, NCAS, CED, JAGURI, CSES, will take part to work and organise the meeting.

Mahadeva swamy

- HS
- ① Could you think back and identify a few concrete learning points that could be applied to CMC library / Information Centre
 - ② Whenever you attend a meeting, the report should be written soon after & shown to me
 - ③ It will be useful for you to write a few more reports eg minutes of staff meetings so as to expand your writing abilities

Ju
2/12/99.

dcm9

documentation centres meet
Bangalore 9th - 10th September 1999
Pre DCM: 7th - 8th September 1999
Indialink: 11th September 1999

So it time to meet again!

We'll meet at Indian Social Institute, Bangalore, 24 Benson Road,
Benson Town, Bangalore 560 046. Ph. 5555189, 5360960

Second circular on DCM9

Dear Friends,

About 30 participants from 19 organizations have confirmed their participation. More are expected.

This circular is an attempt to decide the agenda, and elicit your contribution. Please write in. The more ideas and information we share before the meeting, the more progress we can make. Please also tell us if you are coming for the Pre-DCM and which of the two streams you will take part in

This time, three organisations, ISI Bangalore, NCAS, and CED are hosting the meeting. From your initial response, it seems that most people are interested in Electronic Documentation and Electronic Information Sharing. Leo Fernandes who is now a free lance consultant will attending the DCM as resource person.

In the Pre-DCM we will have one stream which works out the technical details and share it with us on the 9th. The main persons involved in Indialink will also have a decision, work-sharing and planning meeting on the 11th at CED, Bangalore office

MS - Please discuss this with the Office team who use the computer. You'll could draw up a list of areas that need clarificⁿ: esp ref. electronic doc: In 27/8

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8/99
releas
27/8/99

PROPOSED AGENDA

The Pre DCM : 7th & 8th September.

There will be two parallel streams:

1. Documentation Systems:

(this stream is for those who have not attended DCMs unto now).

This workshop will go through the different technical discussions that we have had unto now.

DCM indexing/cataloguing formats.
Sources of secondary information, coding
Classification systems used, coding
Keywords, Thesaurus

Please write to us at CED, if you need copies of the DCM catalogue formats

MS please write + get this

2. Electronic Documentation Systems:

(For those who have attempted to organise their electronic information.)

This is the first time we will be discussing this topic at the DCM. The purpose of this workshop is to gather the experience of those who have already attempted electronic documentation, and to try and work out some preliminary recommendations & Framework for systems such that exchange of information and distributed documentation is made easy. (See Appendix)

Note for discussion on Electronic Documentation

Introduction

Upto recently, we were using computers mainly to
Make catalogue and indexes, bibliographies of our documentation
Bring out publications, using Word or Page maker
Research, Statistical analysis, number crunching.

Now more and more information is first available in electronic form, be it in

- Word Documents
- Email, Bulletin Boards,
- CDs, Floppies or
- Web pages (Internet)

Discussion points

At the Pre DCM, we will discuss three aspects of electronic documentation.

1. The Nature of Documentation available in electronic form
2. How this information is or can be organised and catalogued
3. Retrieval and dissemination systems

Participants are expected to make a presentation (preferably with a written note) sharing their experience on electronic documentation. Below are some of the issues they should cover.

1. The Nature of Electronic Documentation

- A. The types of electronic information i.e. Email, Compact Discs (CD), indexes (databases), Word /Text Files
- B. The characteristics of available information: Electronic Information can be of all kind. You can have

- i) news reports, small announcements, pamphlets etc which people have sent you by email or you have downloaded.
 - ii) a collections of analytical articles, Reports, Studies produced internally or downloaded from the Net.,
 - iii) data/statistics from the Census Cds, Or,
 - iv) editorials, opinions, exchanges in mailing lists
- C. What do you see is the value in collecting, organising and documenting electronic information or Indexing such information.

2. Method of Organisation & Indexing

A. Do you have a method of storing the information?

- i) Is it organised
 - subjectwise?
 - chronologically?
 - in separate floppies/CDs or in Hard disks?
 - Any particular file naming convention?
 - Classification?

ii) Is the file format changed for uniformity.

B. Do you have any indexing/cataloging system?

i) Any system of marking important attributes like title, author, keywords, dates, publisher, copyright holder, original source of information etc. within the file.

ii) Is there a catalog system to tell you where each file is and what is contained in it? What is the structure of this database? Does it match with the catalogue of Books, Reports etc.

3. Retrieval & Dissemination

What are your ideas for dissemination and making available this information and databases? Are you planning to use it for

- i) In house reference/publications
- ii) Intranet access to your users
- iii) making it accessible in your Website?

Leo Fernandes, our guru on Computer information Exchange and

communications, and 'convenor of INDIA-LINK will facilitate this workshop. Leo will then lead the discussion on various New technologies that are available more particularly :

WEB Type access be it in the forms of

links to URLs(Unique Resources Locator) of documents or sections of documents.

searching of databases in the background.

Automatic full text search for any query, is becoming increasingly popular and dominant. How can we organise ourselves and our current systems to make it Web compatible.

At the MAIN DCM

Based on the Pre-DCM workshop, Leo and others will present an overview of the kind of electronic information that we have been accessing and the kind of electronic information that we are generating, systems that are being used to organise that information.

Besides, the documentation systems, we will also discuss some suggestions on Software, Training requirements, and work out plans for computerising information at all the three levels:

Internal: within the organization, including LAN

Intranet: within our constituency/members, including WAN
Internet, WWW, Web search by email, URLs. WEB Pages

We will also discuss India-link. The various services especially email, mailing lists, and training programmes that we have conducted.

We will also discuss some of the India-Link plans for facilitating Information exchange and computer communications.

Some Possible Concrete DCM plans for India-Link:

- Promoting LINUXware, which provides the best free platform for Information at all these three levels.
- Programme for Developing a Demonstration Site & Systems for such information exchange.
- Specialised E-mail Lists while relating to issue based networks of organizations
- Training/Apprenticeship programme on Linux / Linux related Information Sharing & Networking systems, spread over seven four day sessions over the year
- One day Training in different cities. Exposure on: How to make more use & creative use of email to get documents and information and organizing them. Different organizations could host these.
- Exposure Programme for CEOs of NGOs on Electronic Information Systems
- Distributed catalogues of URLs (Unique location of documents) on development especially India related material.
- Develop exchangeable systems.
- Back-up archives for such information.

Note based on two day preparatory meeting between Leo Fernandes, Shubha Chacko, Radha Kunke, Vinod Kumar, B Veena, and yours truly, John!

So, Finally, See you in Bangalore. Since we have not met for quite sometime, we have a lot to catch up on. I am particularly looking forward to seeing you individually, renewing relationships and having fun...

DCM9 9th & 10th September

Session 1. Introductions:

Besides introducing oneself, please come prepared with a short note on the developments at your Centre over the last two to three years, the issues/problems you have faced, and an account of some of your plans.

Session 2. Electronic Documentation:

Introduction.

Taking stock of our Needs, Electronic Information available.
Sharing of Exchange at the Pre-DCM.
Systems Followed & Current Programmes used.

Session 3. Electronic Documentation-II:

New Technologies and Possibilities and Opportunities.
Planning for the future.
Training and technical requirements.
Joint Programmes & Efforts.

Session 4. Session on Joint Catalogue

Session 5. Right to Information:

Session 6. Documentation on Current Issues:

Communalism
Globalisation

Session 7. Training Requirements

Session 8. Looking back. Looking Forward.

Plans for the Future
Joint Programmes

EXHIBITION

We plan to have an exhibition of NGO books, posters, pamphlets and other interesting stuff at the dcm site.

PLEASE BRING WITH YOU COPIES OF YOUR PUBLICATIONS / POSTERS / VIDEOS etc. FOR SALE

* * *

Other notes

Those of you who have Internet Access, Please visit CED's Website: www.doc-centre.org to get an idea of the manner in which we have tried to organise our information on the web.

Meeting New & Old Challenges - A conference Workshop for documentation centres in South Asia organised by AKSHARA, JAGORI, SANHITA in December 1999. Contact Akshara.

Hosts:

ISI, Bangalore: 24, Benson Road, Bangalore 560 046. Ph 5555189
NCAS, 2, Santosh Apartment, Shilavihar Colony, Paud Road, Pune 411 038
CED, 7, 8th Main, 2nd Phase, Domlur, Bangalore 560 047. Ph. 5543397

- 13.11.8 AUSTRALIA. DEPARTMENT OF EMPLOYMENT AND INDUSTRIAL RELATIONS
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- 12.05.3 AUSTRALIA. NATIONAL TRAINING COUNCIL
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- 03.04.1 AUSTRALIA. OFFICE OF SMALL BUSINESS
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- 01.01.6 AUSTRALIA. TAFE NATIONAL CENTER FOR RESEARCH AND DEVELOPMENT
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- 14.04 AZIZ N
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AN EVALUATION OF THE MARKETING PROGRAMME OF BANGLADESH SMALL
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- 08.02.3 BAN CHOWDHURY N
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- 14.09.1 ILO FINDLAY AM
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- 12.04.2 ILO, GENEVA
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- 06.02 ILO, GENEVA
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- 06.01 KEMMIS S , DAWKINS D , BROWN L
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- 07.01.4 SYED RH (ED.)
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- 12.03 TECHNOMET ASIA, SINGAPORE
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